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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

Number 118

January 7, 1948

PMA PROCEDURE TRANSMITTAL

NEW RELEASE

Reserve 104.3
1-5-48
Supersedes
104.3 dated
7-1-47

HONOR AWARDS: Establishes policy and procedure for PMA's Honor Awards program. A SECOND HONOR AWARD CEREMONY FOR PRESENTATION OF DISTINGUISHED AND SUPERIOR SERVICE AWARDS TO QUALIFYING EMPLOYEES OF THE DEPARTMENT IS BEING PLANNED. TO RECEIVE CONSIDERATION AT THIS PLANNED CEREMONY, NOMINATIONS MUST BE TRANSMITTED IN TIME TO REACH BRANCH KEY MANAGEMENT REPRESENTATIVES IN WASHINGTON NO LATER THAN JANUARY 31, 1948, AND SHOULD BE TRANSMITTED EARLIER IF POSSIBLE, IN ORDER TO PERMIT THOROUGH REVIEW OF ALL NOMINATIONS AND ACCUMULATION OF ANY ADDITIONAL DATA OR INFORMATION NEEDED. NOMINATIONS FOR CONSIDERATION FOR THE CEREMONY NOW BEING PLANNED MUST REACH THE OFFICE OF PERSONNEL NO LATER THAN FEBRUARY 15, 1948.

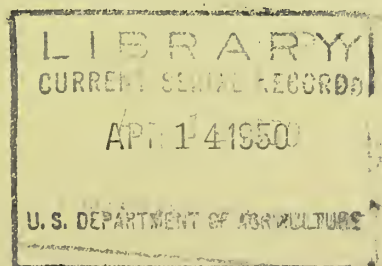
An extra copy is attached for circulation to all employees. Remove Instruction 104.3 dated 7-1-47 (but retain Secretary's Memorandum 1186 which is attached to it) and substitute the attached revision. Distribution (A) (B). (Advance distribution is being made of this Procedure Transmittal - PT 117 will be distributed within a few days.)

CHANGE

FORM PMA-417
8-11-47

NOMINATION FOR HONOR AWARD: Make the following changes in the Forms Manual Insertion: Change instructions for "Preparation" to read as follows: "Distinguished or Superior: Original and 9 copies by initiating person." Change instructions for "Distribution" to read as follows: "Original and 9 copies to Branch Key Management Representative in Washington, who retains one copy and sends balance to PMA Key Management Representative. One copy is retained for the Central PMA Management Improvement and Suggestion Awards Committee files and the original and 7 copies are sent to the Office of Personnel." Distribution: (A) (B).

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

FMA 104.3

HONOR AWARDS

I GENERAL

This Instruction establishes policy and procedure for the FMA Honor Awards program, which will be conducted in full accordance with the policy and program established by Secretary's Memorandum 1186.

II INITIATION OF NOMINATIONS

Employees will be considered for award on the basis of nominations made in their behalf, either through fellow workers, supervisors, branch directors, or other persons familiar with their work. Any employee may submit nominations. All supervisors and administrative officials are directed to review the work of their employees and the organizational units under their direction, and nominate for awards any individual or group of individuals who appear to qualify for consideration under the requirements of Secretary's Memorandum 1186.

III PREPARATION OF NOMINATIONS

Nominations shall be prepared and submitted on Form FMA-417 in accordance with the Forms Manual insertion. In addition to the information required by the form, the salary of the nominee shall be shown following his title in the "Title of Position," space. The nominee's name should be shown as it would be desired to appear on an award certificate if one were issued. Nominations must state specifically the achievement warranting the nomination and must contain complete and factual justification, without unnecessary detail and elaboration. Reference to published or other material compiled by the nominee need not be supported by submission of the material. However, such material must be available upon request.

IV NOMINATIONS WHICH DUPLICATE PREVIOUS NOMINATIONS

Supervisors and administrative officials shall review and consider for resubmission any nominations which were previously submitted and failed to receive favorable consideration for an award, since resubmission of such nominations is not barred. If nominations were previously submitted, but were not received in time for consideration for a previous ceremony, they need not be resubmitted by the supervisory personnel, but it is the responsibility of the Key Management Representative to review any such nominations and consider them for submission the same as new nominations.

HONOR AWARDS

V REVIEW AND SUBMISSION OF NOMINATIONS

Nominations shall be submitted through regular administrative channels to the Key Management Representative in the nominee's branch or staff office in Washington. The Key Management Representative, in collaboration with the branch director or staff officer, or officers authorized to act for them, shall review all nominations for form and adequacy and shall obtain any additional information or data needed to assure proper consideration. An indication of the criteria used by the boards in recommending nominations for the Secretary's approval can be secured by reviewing the citations contained in the Program of the 1947 Honor Awards Ceremonies. The Central FMA Management Improvement and Suggestion Awards Committee shall be responsible for review and final agency approval of all nominations, and for submission of nominations to the Director of Personnel for Departmental action.

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INFORMATION FOR ALL EMPLOYEES

PLEASE CIRCULATE

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

FMA 104.3

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